

CHAPTER FOUR

REGIONAL PROGRAM MANAGERS

401. REGIONAL PROGRAM MANAGER MISSION. Regional Program Managers (PMs) are assigned technical and command program management functions for assigned programs. They are solely responsible, and report directly to the Regional Commander in their assigned program area of responsibility, to support the ICs and the region by managing, controlling and executing assigned program missions and tasks. PMs are responsible, within the guidelines established by the Regional Commander and in consultation with the cognizant ICs, for setting program priorities, providing service delivery, supporting customer requirements, and mission performance. The PM will be assisted by the COMNAVREG MIDLANT Regional Resources Service Office, who is the designated Regional Comptroller and manpower resource manager, in providing statutory/directive fiscal and manpower technical guidance, managing program level funding and manpower resources, and staffing. The PM is the Regional Commander's principal technical expert and primary advisor for the assigned program.

As noted in paragraphs 301.a-d and 302.2 of this instruction, command, executive, administrative support functions and overhead responsibilities for PM organizations will be provided by a single IC/PM staff, where the PM is also assigned duties as an IC.

402. ASSIGNMENT OF REGIONAL PMS. PMs are assigned a specific area of expertise and management. MIDLANT PM assignments are:

. Port Operations Program Manager - Assigned to NAVSTA Norfolk. Responsible for all port operations assigned in the Mid-Atlantic Region.

. Air Operations Program Manager - Assigned to NAS Oceana. Responsible for all air operations within the AOR assigned to COMNAVREG MIDLANT.

. Regional Supply Officer/Logistics Program Manager - Assigned to FISC Norfolk (as ADDU to COMNAVREG MIDLANT). Responsible for all supply/logistics operations assigned in the Mid-Atlantic Region.

. Regional Engineer/Facilities Program Manager - Assigned to PWC Norfolk (ISIC is COMNAVREG MIDLANT). Responsible for all

facilities management, real property maintenance and Class I/II management functions assigned in the Mid-Atlantic Region. Includes environmental program management.

. **Public Safety Program Manager** - Assigned to NAVPHIBASE Little Creek. Responsible for all law enforcement, physical security, fire protection, and Navy Occupation, Safety and Health (NAVOSH) safety services assigned in the Mid-Atlantic Region.

. **Support Services Program Manager** - Assigned to LANTFLT HEDSUPPACT. Responsible for all personnel support and quality of life programs assigned in the Mid-Atlantic Region, including: bachelor housing; family housing; galley operations; Morale, Welfare and Recreation (MWR); Child Development Center; Family Advocacy Program; and Navy Family Service Centers. A Fact and Justification Sheet (F&J) has been submitted to higher authority to realign MFT and assigned responsibilities for current LANTFLT HEDSUPPACT to include expanded IC and PM mission.

. **Information Technology (IT)/Communications Program Manager** - Assigned to Naval Telecommunications Center, Atlantic (ADDU to the COMNAVREG MIDLANT). Responsible for coordinating/providing all IT support assigned within the Mid-Atlantic Region and providing primary communications support to all commands in the Hampton Roads region. These are duties outside, but complementary to, current assigned Mission, Functions and Tasks. The PMIT is also assigned duties as Designated Approving Authority (DAA) for Navy Region Mid-Atlantic computer networks and will oversee a regional information systems security (INFOSEC) program in accordance with Department of the Navy and CINCLANTFLT guidelines.

. **Ordnance Program Manager** - Currently assigned to Atlantic Ordnance Command/Naval Weapons Station, Yorktown. Responsible for all weapons handling, storage, accountability and transshipment within the AOR assigned in the Mid-Atlantic Region.

. **Medical/Dental Program Manager** - Assigned to Commander, Naval Medical Center, Portsmouth (COMNAVREG MIDLANT is RLC). Responsible for the provision of regional medical/dental services and support within the Mid-Atlantic Region to designated population (active duty military, Navy family members, retirees, etc.). While NAVMEDCEN Portsmouth and NAVDENCEN MIDLANT are separate command organizations, regional PM responsibilities will be coordinated and supported by

NAVMEDCEN Portsmouth as the designated PM for the Regional Commander.

403. GENERAL DUTIES, RESPONSIBILITIES AND AUTHORITY OF REGIONAL PROGRAM MANAGERS. As technical functional managers in command of their assigned programs, PMs are to provide direct support services to the Regional Commander and installation commanders in the performance of their programs. Specific responsibilities include:

- . Responsible for the management, control and execution of the program mission and tasks.

- . Develop standardized regional policies, practices and procedures for functional program.

- . Provide long range internal program planning.

- . Identify and coordinate staffing and budgetary requirements with Regional Resources Service Office.

- . Develop and evaluate regional data, trends, and metrics; provide recommendations and implement actions for continuous improvement of services provided.

- . Provide functional support and BOS services to ICs to meet installation mission.

- . Deliver functional area "storefront" operations to IC, with storefront senior individual reporting ADDU to IC.

- . Develop requirements for and exercise command control over most regional fiscal and personnel resources, with technical support, policy guidance and management provided by the Regional Comptroller.

- . Develop regional budget requirements/plans. Execute annual budgets in accordance with budget guidance and priorities set by COMNAVREG MIDLANT and/or ESC. Technical support, policy guidance and management of budgets provided by Regional Comptroller.

- . Assess performance and monitor execution of services; take necessary action to continuously improve services provided.

- . Ensure high standards and customer requirements are met; support continuous improvement efforts, and support/respond to IC requirements.

- . Serve as member of Regional Executive Steering Committee.

- . Senior Officer responsible for good order, discipline, performance evaluation, safety, welfare and professional development of personnel and Class II property assigned to their programs.

- . Support/assist the IC in relationship similar to a tenant in a host/tenant relationship.

403.1 STOREFRONT GENERAL DUTIES AND RESPONSIBILITIES. To execute assigned programs, PMs will have site detachments resident on various installations throughout the Mid-Atlantic Region. These site detachments are designated "storefronts." The storefronts report to the PM for policy, standards, technical guidance, direction, supervision and military chain of command, but have a formal relationship to the IC on whose installation they reside. The storefront's main responsibilities are to provide program services, represent the PM onboard the installation and support the IC at the functional level in performance of the IC mission. Specific responsibilities include:

- . Report to IC for day-to-day mission tasking and performance in delivery of functional service.

- . Report to PM for policy guidance, direction, and determining/meeting functional requirements. Be responsible to the PM for functional mission/tasks to support the IC. The senior storefront individual, military or civilian, for each PM supporting the IC will have an ADDU (for military) or designated formal relationship (for civilians) with the host IC.

- . Coordinate installation level requirements development with the IC for submission to PM.

- . Be responsible to the PM for determining requirements for functional area and supporting requirements of the host IC.

- . Be responsible to the IC for developing initial IC requirements for function for submittal to the PM.

- . Respond to the IC for specific guidance/issues within program scope.

- . Be responsible for the delivery of IC support services within the scope of program responsibilities.

- . Be responsible for management, if required, of assigned Class II property supporting the PM function.

403.1a. RELATIONSHIP BETWEEN PM STOREFRONTS AND INSTALLATION COMMANDERS

- . The senior storefront individual for each PM will be ADDU to the IC, who will submit a concurrent FITREP/appraisal to the PM on performance. If the senior PM representative is civilian, the relationship will be formally identified in the Position Description of the responsible individual and identified by a tasking letter from the PM.

- . The IC can assign the PM responsibility for hosted storefront personnel to provide ADDU support in specific instances (e.g., collateral duty Savings Bond Coordinator, CFC campaigns).

- . The IC can assign the PM responsibility for storefront personnel to provide support for installation level watchstanding duties, where storefront personnel are not required for PM watchstanding duties, and support as members of the installation's Auxiliary Security Force (ASF).

404. PROGRAM LEVEL LEGAL SERVICES. Assigned COMNAVREG MIDLANT Judge Advocate General Corps/Office of General Counsel attorneys and legal support staff will coordinate as necessary to ensure legal services are provided to MIDLANT Regional Program Managers in direct support of PM mission as outlined in SECNAVINST 5430.27A and SECNAVINST 5430.25D.

405. SPECIFIC PROGRAM MANAGER DUTIES, RESPONSIBILITIES AND AUTHORITY. In addition to the general duties and responsibilities delineated above, each PM will have specific core responsibilities in the management of their assigned programs. Subsequent chapters of this instruction identify specific duties and responsibilities of each individual PM. Each COMNAVREG MIDLANT IC has been designated as a PM.